

I. INTRODUCTION

A. 101 KAR 2:102 & 101 KAR 3:015

Section 4. Court Leave. (1) An employee shall be entitled to court leave during his scheduled working hours without loss of time or pay for the amount of time necessary to: (a) Comply with a subpoena by a court, administrative agency or body of the federal or state government or any political subdivision thereof; or (b) Serve as a juror or a witness, unless the employee or a member of his family is a party to the proceeding. (2) Court leave shall include necessary travel time. (3) If relieved from duty as a juror or witness during his normal working hours, the employee shall return to work or use annual or compensatory leave. (4) An employee shall not be required to report as court leave attendance at a proceeding that is part of his assigned duties.

II. PROCEDURES

A. Employees Eligible to Receive Court Leave

All employees except per diem employees who are scheduled to work on the day(s) the court leave is required shall be entitled to paid court leave.

B. General Provisions

1. Paid court leave cannot exceed the number of hours an employee is scheduled to work.
2. Employees are not required to refund any portion of the expense monies received from the court to the department.

C. Requesting Court Leave

1. Employees shall request the use of court leave from their supervisor by sending the "request for leave" form to their supervisor via e-mail or in hard copy. Under the type of leave, an employee should indicate Court Leave in the "other" category and indicate the date(s) the court leave is required. Since it is unknown how much court leave may be required, it is not necessary to reflect the numbers being requested as that portion of the form should be completed upon the employees' return to work. When approving the request via e-mail the supervisor shall forward his/her response to the employee and to the person responsible for preparing the timesheets for the work unit (if different from the employee/supervisor).

2. The request for court leave should be made on the next working day following the receipt of the court summons and a copy of the summons is to be shown to the supervisor in support of the request.